



# LegalPoint Help Contents

To learn how to use Windows Help, press F1.

## Introduction

[Welcome to LegalPoint](#)

[What you can do with LegalPoint](#)

[A Feature Overview](#)

## Working with LegalPoint Documents

[Creating Documents](#)

[What are Decision Points?](#)

[Saving Documents](#)

[Copying Documents](#)

[Printing Documents](#)

[Printing in Draft Mode](#)

[Editing Documents](#)

[The Document Editor](#)

[Parts of the Document Editor](#)

[Exporting Documents](#)

## Miscellaneous Topics

[Accessing Online Business Information](#)

[Entering and Changing Your User Data](#)

[Customizing LegalPoint](#)

[Becoming a Registered User](#)

[Teneron Technical Support](#)

[LegalPoint Quick Reference](#)

[Exiting LegalPoint](#)



## Welcome to LegalPoint

### **Thank You**

Thank you for choosing LegalPoint for Windows---a unique combination of expert guidance and innovative software that lets you create legal contracts and agreements quickly and easily.

### **What LegalPoint Does**

LegalPoint was designed to meet many of your business needs and to assist you in understanding and developing business documents. In short, LegalPoint makes sense out of complicated contracts and agreements that can help you run your business and enhance its professional image.

### **What LegalPoint Provides**

LegalPoint provides over 70 templates that you can transform into professional documents quickly and easily, and they come complete with guidelines, explanations, examples, and options.



## What You can do with LegalPoint

### **LegalPoint is perfect for**

- Selecting the right legal documents for the job.
- Understanding what you are signing and why.
- Saving time and money on expensive legal fees.
- Controlling negotiations and business situations.

### **You can use LegalPoint to**

- Define terms, conditions and compensation when hiring key employees or independent contractors.
- Buy and sell equipment, products and services.
- Develop, license and use technology.
- Set up product distribution and sales representation.
- Lease and rent real estate.
- Incorporate or take on a new partner.
- Obtain and offer financing, and much, much more.

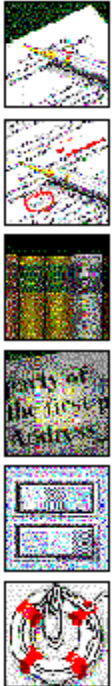


## A Feature Overview

### The Main Window

The Main window is your direct link to all of LegalPoint's functions and features.

The six large buttons in the center of the Main window represent the six main functions that you can do in LegalPoint. It's that simple---six buttons, six features!



*Click a button for specific help.*

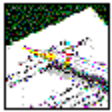
### With LegalPoint, you can:

- 1 Create a new document.
- 2 Edit an existing document.
- 3 Access online business law topics that can help you get the most out of LegalPoint.
- 4 Edit your personal and business information in the User Data window.
- 5 Customize the LegalPoint screens to suit your needs.
- 6 Access the LegalPoint online Help system, which you are currently in.

### It's Convenient and Easy to Use

The Main window is convenient because it provides several different ways to do the same thing. For example, if you want to create a new document, you can do any one of the following:

- Choose New from the File menu.
- Click the Create New Document button in the center of the Main window.
- Click Create on the button bar.
- Press [Alt]+[C] on the keyboard.

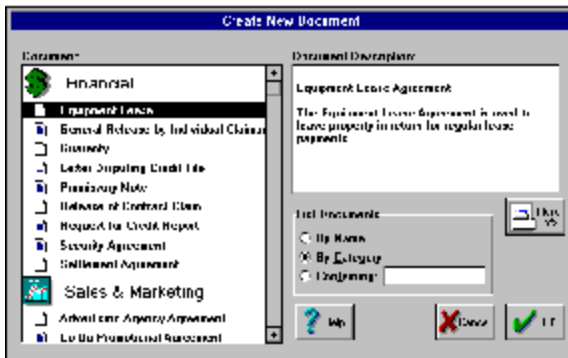


## Creating a New Document

You can create a new document in just three easy steps:

1. On the Main window, click the Create New Document button, choose New from the File Menu, or click Create on the button bar.

LegalPoint displays the Create New Document window, which lists over 70 documents that you can choose from.



With the Create New Document window displayed, you can access detailed information on any document by clicking once on a document to highlight it, and then clicking the More Info button.

2. Use the scroll bar to scroll through the document list, and then double-click the document you want. LegalPoint displays the document you selected in the Document Editor.

3. Fill in the decision points using the online advice. Once you fill in the appropriate information, the document is done and ready to print!

**Note:** To create a new document while you're in the Document Editor, choose New from the File menu, click the New button on the toolbar, or click Create on the button bar. If you haven't saved the current document, LegalPoint asks you if you want to save it. Click Yes to save it, or click No to overwrite it.

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### Related Topics

[Editing a Document](#)

[Saving a Document](#)



## Decision Points

### What They Are

Decision points are parts of a document that require information from you. You can think of them as blanks in a contract that you fill in with a pen. Decision points are enclosed in brackets ([text]), so you can easily identify them within a document.

### Online Advice

Each decision point comes with online advice to help you fill in the appropriate information. When you move the cursor over a decision point, the cursor turns into a magnifying glass. This magnifying glass is your key to advice---double-click when you see it to display the corresponding advice window.

after [Confidentiality Period], Emp  
on. For the purposes of this Agreeem  
employer's confidential, proprietary or

*Click the magnifying glass to see the sample advice window.*

### To use the online advice:

1. Read the advice in the window.
2. Select the option you want, or enter the appropriate information.
3. Click OK.

**Result:** LegalPoint automatically inserts the information you specify into the appropriate place in the document. Once you fill in all the decision points, you can print the completed document. That's all there is to it!

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### Related Topics

[Creating a Document](#)

Confidentiality Period

WHAT

Enter the amount of time that the former employee is prevented from disclosing Confidential Information.

HOW

This time period need not match the other time periods. In fact, it is frequently less.

The time period should still be reasonable, and should be based upon the projected time during which disclosure would be harmful. Consider the nature of the information, the "life span" of the information, and value to the Employer.

In rare instances, the restriction against disclosure of Confidential Information can run forever ("in perpetuity"), particularly when the Confidential Information includes critical trade secrets (e.g. the secret formula for Coca Cola).

for two (2) years

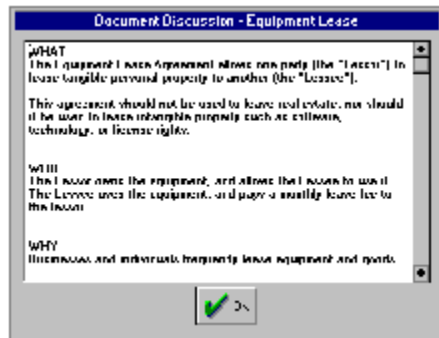
for five (5) years

for ten (10) years

?

X

✓







## Saving a Document

### The Save Command

When you're in the Document Editor, you can use LegalPoint's Save command to save a new document you created, or update an existing document you modified. The Save command stores the current document to a disk file.

#### To save a document:

- Choose Save from the File menu.
- Click the Save icon on the toolbar.
- Press [Shift]+[F12].

**Note:** The appearance of the Save icon depends on whether you're using the Microsoft Word toolbar or the Lotus AmiPro toolbar. You can choose the toolbar you want in the LegalPoint Preferences window.



Microsoft Word



Lotus AmiPro

### A New Document vs. An Existing One

If you're saving an existing document, LegalPoint saves it under its current file name.

If you're saving a document for the first time, LegalPoint displays the Save As dialog box. Enter a new name without a period or extension, and then click OK. (LegalPoint automatically appends extension *.law* to the file name.) If the name you enter already exists, LegalPoint asks you if you want to overwrite the existing document.

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#### Related Topics

[Saving a Copy of the Current Document](#)



## Saving a Copy of a Document

### The Save As Command

If you're editing a document and want to preserve the original, or if you want to save a copy in a different location, you can do so using the Save As command. With Save As, you can save the document under a different name or in a different location. LegalPoint leaves the original document unchanged.

#### To save a copy of the current document:

1. Choose Save As from the File menu, or press [F12]. LegalPoint displays the Save As dialog box.
2. If you want to save a copy under a different name, enter a new name in the File Name box. If you want to save a copy in a different location, specify the complete path in the File Name box (for example, **c:\docs\sales**), or select a different drive or directory.
3. Click OK. If an existing document uses the name you enter, LegalPoint asks you if you want to overwrite it.

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### Related Topics

[Saving a Document](#)



## Printing a Document

### Like Other Windows Applications

If you have experience printing in other Windows applications, printing in LegalPoint should be familiar to you.

**Note:** The appearance of the Print icon depends on whether you're using the Microsoft Word toolbar or the Lotus AmiPro toolbar. You can choose the toolbar you want in the LegalPoint Preferences window.



Microsoft Word



Lotus AmiPro

### To print a document:

1. Choose Print from the File menu, click the Print button on the toolbar, or press [Ctrl]+[Shift]+[F12]. The Print dialog box appears.

If you haven't filled in all the decision points in the document you're printing, LegalPoint displays a message (before it displays the Print dialog box) indicating the number of remaining decision points. Click OK to proceed, or click Cancel to cancel the printing altogether.

2. In the Print dialog box, specify the printing parameters you want, such as the print range, print quality and number of copies.

If you want to change the default printer, the print orientation, or paper size, click the Setup button to display more options. These additional Setup options are standard to most Windows applications and are described in detail in your Microsoft Windows documentation.

3. When you're done specifying your printing parameters, click OK to print the document.

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### Related Topics

Printing in Draft Mode



## Printing in Draft Mode

### The Review Process

There may be times when you want your associates, other involved parties, or your attorney to review the document before you finalize it. In this case, you can print the document in **draft mode**.

#### To print a draft:

- Use the same procedure outlined under Printing a Document, but instead of choosing Print from the File menu in step 1, choose **Print Draft** instead.

**Result:** The printout of a draft is exactly like a regular printout with the exception of the word "Draft" appearing in the lower-left corner. Also, a date and time stamp, along with the file name, appear in the lower-right corner.

Although these are small differences, you would be surprised how little things like this enhance the professional image of your business. Also, if this document requires several iterations to satisfy all parties, the date and time stamp can help you keep track of the editing process and avoid conflicts.

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### Related Topics

[Printing a Document](#)



## Editing a Saved Document

### The Open Dialog Box

Editing a saved document is just as easy as creating one. As in other Windows programs, you simply choose the document you want from the Open dialog box.

### How You Access It

How you access the Open dialog box depends on where you are in LegalPoint:

- If you're in the Main window (and don't have document already open), click the Document Editor button or click Edit on the button bar, and then choose Open Saved. You can also choose Open from the File menu.
- If you're in the Document Editor, click the Open icon on the toolbar or choose Open from the File menu.

**Note:** The appearance of the Open icon depends on whether you're using the Microsoft Word toolbar or the Lotus AmiPro toolbar. You can choose the toolbar you want in the LegalPoint Preferences window.



Microsoft Word



Lotus AmiPro

### What You Enter

In the Open dialog box, enter the document you want to edit in the File Name box, and then click OK, or double-click the document you want in the list box. LegalPoint displays the document you selected in the Document Editor where you can edit it.

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### Related Topics

[Creating a New Document](#)

[Saving a Document](#)



## The Document Editor

### Where Most of Your Interaction Takes Place

Most of your interaction with LegalPoint takes place in the Document Editor where you can create new documents or edit existing ones. It contains a rich set of features, complete with guidelines, that help you produce your contracts and agreements in a professional and efficient way.

### A Full-Featured Word Processor

The LegalPoint Document Editor is a full-featured word processor that works very much like other popular Windows word processors. For example, it provides a menu bar with several useful commands categorized under five different menus:

- The File menu lets you manage your documents.
- The Edit menu lets you manipulate text, edit your User Data, and set your LegalPoint Preferences.
- The View menu lets you display your document at different zoom levels.
- The Advice menu lets you jump from one decision point to another within a document and access online guidance to help you prepare your document properly.
- The Help menu lets you display LegalPoint's online Help system, which you are currently in.

The Document Editor also comes with a toolbar, icon bar and ruler, which offer several different options that can simplify your editing tasks and give you total control over the look of your document.

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### Related Topics

[Creating a New Document](#)

[Editing a Saved Document](#)



## File Menu

File	
New...	
Open...	Ctrl+F12
Save	Shift+F12
Save as...	F12
Close Document	
Export...	
Print...	Ctrl+Shift+F12
Print Draft...	
Exit to Main Menu Esc	

### New

New displays the Create New Document window where you can select a new document to create. LegalPoint provides over 70 available documents from which you can choose. Before the Create New Document window appears, LegalPoint asks you if you want to save the current document first.

### Open

Open displays the Open dialog box where you can choose a saved document to edit. Before the Open dialog appears, LegalPoint asks you if you want to save the current document first.

### Save

Save lets you save the document. If you're saving the document for the first time, LegalPoint displays the Save As dialog box where you can enter a file name for the document. If you're working on an existing document, LegalPoint automatically saves it under its current name.

### Save As

Save As lets you enter a file name for a new document or copy an existing document.

### Close Document

Close Document closes the current document and returns you to the Main window. Before closing the document, LegalPoint asks you if you want to save it.

### Export

Export lets you export a document to another word processor.

### Print

Print lets you print a document.

### Print Draft

Print Draft lets you print a document in draft mode.

### Exit to Main Menu

Exit to Main Menu exits the Document Editor and returns you to the Main window. From the Main window, you can return to the Document Editor by clicking the Document Editor button in the center of the screen, or by clicking Edit on the button bar.

## The Main Window File Menu

In the Main window, the File menu contains the New and Open commands as described above, plus two additional commands---Business Law Topics and Exit.

**Business Law Topics**

Business Law Topics displays an online Help window with hypertext links for all of the available business and legal topics that LegalPoint provides. These topics are categorized by types of business issues, such as Employment, Corporate, and Financial.

Choosing this command is the same as clicking the Business Law Topics button in the center of the Main window, or clicking Business Law on the button bar.

**Exit**

This command lets you quit LegalPoint. Choosing this command is the same as clicking the Exit button in the center of the Main window, or clicking Exit on the button bar.





## Edit Menu

Edit	
Cut	Shift+Del
Copy	Shift+Ins
Paste	Ctrl+Ins
Select All	Ctrl+Keypad5
User Data...	
Preferences...	

### Cut

Cut lets you remove highlighted text from a document and put it in the Clipboard. This command removes the contents previously stored there.

### Copy

Copy lets you copy highlighted text in a document and put it in the Clipboard. Like Cut, this command removes the contents previously stored in the Clipboard.

### Paste

Paste lets you paste the contents of the Clipboard into a document at the current cursor location.

### Select All

Select All highlights the entire document. To unselect the text, click anywhere in the document.

### User Data

This command displays the User Data window in which you can edit your personal and business information.

### Preferences

This command displays the Preferences window in which you can customize the LegalPoint interface to suit your needs.

## The Main Window Edit Menu

In the Main window, the Edit menu contains User Data and Preferences only.



## View Menu

<b>View</b>
<b>Normal</b>
<b>Fit To Page</b>
<b>Page View</b>
<b>50%</b>
<b>75%</b>
<b>100%</b>
<b>150 %</b>
<b>200%</b>

### Normal

Normal displays the document in the default view---the view you see when you first open a document in LegalPoint. Normal view is good for most editing and formatting tasks.

### Fit To Page

Fit To Page displays the document so that it fills the entire editing area of the Document Editor.

### Page View

Page View gives you a "print preview" of your document---how your document will look when you print it. For multi-page documents, use the scroll bars to view all of its pages. You can edit and format your document in Page View as you prepare it for final printing.

### Zoom levels

The last five commands on the View menu let you choose how large or small you want your document to appear on screen as a percentage of the Normal view:

- 50%** Displays the document at one-half its Normal view.
- 75%** Displays the document at three-fourths its Normal view.
- 100%** Displays the document in Normal view.
- 150%** Displays the document at one and one-half its Normal view.
- 200%** Displays the document at twice its Normal view.



## Advice Menu

### Provides More Help

What makes LegalPoint stand out above the rest, are the commands in the Advice menu and the corresponding Advice buttons on the toolbar. These commands let you quickly jump from one decision point to another and have quick access to important legal information that can help you fully understand the documents you're creating.

#### Advice

##### Next Decision Point

##### Next Incomplete Decision Point

##### Document Discussion

##### Business Law Topics

### Next Decision Point

Next Decision Point moves the cursor to the next decision point, regardless of whether that decision point is filled in or not.

### Next Incomplete Decision Point

Next Incomplete Decision Point moves the cursor to the next unfilled decision point.

### Document Discussion

Document Discussion displays an online advice window that provides detailed information about the document you're creating. This information differs from the online advice for each decision point, in that it provides more of a general overview of the document and tells you when and why you would want to use it.

You can also access the Document Discussion for any document by simply highlighting the document name in the Create New Document window, and then clicking the More Info button.

### Business Law Topics

Business Law Topics displays a Help window containing business and legal information related to the document you're working on. For example, if you're preparing an Equipment Lease document, you can access quick information about the Fair Credit Reporting Act, Leasing Equipment, and Warranties.

(The Fair Credit Reporting Act gives individuals a right to know the name and address of the credit bureau responsible for a report used to deny credit. Such information can be valuable to the parties creating the lease.)

You can also access pertinent legal and business information by clicking Business Law on the button bar.



## Help Menu

<b>H</b> elp
<b>C</b> ontents
<b>D</b> ocument Editor
<b>T</b> oolbar
<b>U</b> sing help
<b>A</b> bout...

### Contents

Contents displays a list of hypertext topics that give you quick access to online information about how LegalPoint works. If you spend a few moments reviewing these topics, you'll learn how easy it is to use LegalPoint, and you'll learn how to best apply it to your own situation.

**Note:** This Help system is similar to those in other Windows applications. For detailed instructions on how to use a Windows Help system, press [F1].

### Document Editor

Document Editor displays online information that describes the Document Editor in detail. It provides additional links that give you quick access to everything you need to know to prepare your documents effectively and efficiently.

### Toolbar

Toolbar displays an online reference to help you familiarize yourself with the buttons on the toolbar. The toolbar buttons represent commonly-used commands in the pull-down menus. And since they require only a single mouse click, they're time savers as well!

### Using Help

Using Help displays detailed instructions that show you how to use a Windows Help system. This command is the same as pressing [F1].

### About

About displays the LegalPoint About box, which shows the LegalPoint release number, copyright information, the telephone number of Teneration's corporate office, and the toll-free, 800 number that you can use to order additional Teneration products.

## The Main Window Help Menu

In the Main window, the Help menu contains Contents, Using Help, and About, which all work the same as described above. It also contains one additional command---On Current Window

### On Current Window

This command provides online Help for the active window. For example, if you're in the User Data window, this command will display online Help for entering and changing your personal and business information.



# The Toolbar

## What and Where

The toolbar is a row of buttons that represent the most commonly-used commands in the pull-down menus. It appears across the top of the Document Editor, below the menu bar and above the icon bar.

## Provides Quick Access

The toolbar buttons provide another way for you to quickly access the commands you need. To use a button, just click it.

## Two Types

LegalPoint lets you choose between one of two toolbars. One is similar to the Microsoft Word toolbar, and the other is like the Lotus AmiPro toolbar.

Microsoft Word



Lotus AmiPro



**Note:** You can specify the toolbar you want in the Preferences window. You can also use the Preferences window to move the location of the toolbar, or turn it off altogether.



## Microsoft Word Toolbar

**Click this:**      **To do this:**

---



Create a new document; like New in the File menu or Create on the button bar.



Open an saved document; like Open in the File menu.



Save the current document; like Save in the File menu.



Remove highlighted text from your document and put it in the Clipboard; like Cut in the Edit menu.



Copy highlighted text to the Clipboard; like Copy in the Edit menu.



Paste the contents of the Clipboard at the cursor location; like Paste in the Edit menu.



Print your document; like Print in the File menu.



Display your document one full page at a time; like Page View in the View menu.



Display your document in the default view; like Normal or 100% in the View menu.



Display your document so that its full width occupies the entire editing area; like Fit To Page in the View menu.



Move the cursor to the next decision point; like Next Decision Point in the Advice menu.



Move the cursor to the next incomplete decision point; like Next Incomplete Decision Point in the Advice menu.



Display detailed information about the document you're creating; like Document Discussion in the Advice menu.



Display a Help window containing business and legal information related to the document you're creating; like Business Law Topics in the Advice menu or Business Law on the button bar.

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### Related Topics

The Toolbar

Lotus AmiPro Toolbar



## Lotus AmiPro Toolbar

**Click this:**      **To do this:**

---



Create a new document; like New in the File menu or Create on the button bar.



Open an saved document; like Open in the File menu.



Save the current document; like Save in the File menu.



Print your document; like Print in the File menu.



Toggle between Normal and Page View; like Normal and Page View in the View menu.



Remove highlighted text from your document and put it in the Clipboard; like Cut in the Edit menu.



Copy highlighted text to the Clipboard; like Copy in the Edit menu.



Paste the contents of the Clipboard at the cursor location; like Paste in the Edit menu.



Move the cursor to the next decision point; like Next Decision Point in the Advice menu.



Move the cursor to the next incomplete decision point; like Next Incomplete Decision Point in the Advice menu.



Display detailed information about the document you're creating; like Document Discussion in the Advice menu.



Display a Help window containing business and legal information related to the document you're creating; like Business Law Topics in the Advice menu or Business Law on the button bar.

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### Related Topics

The Toolbar

Microsoft Word Toolbar



## The Icon Bar

### What and Where

The icon bar lets you quickly change the look of your document by giving you total control over character and paragraph formatting. It appears across the top of the Document Editor, below the toolbar and above the ruler.

**Note:** You can move the location of the icon bar, or turn it off, through the Preferences window.

Times New Roman ▾

Enter or select the font you want to apply to new text or highlighted text.

12 ▾

Enter or select the point size you want to apply to new text or highlighted text.



Applies and clears bold formatting.



Applies and clears italic formatting.



Applies and clears continuous underlining.



Aligns the current paragraph at the left indent indicated on the ruler.



Aligns the current paragraph at the right indent indicated on the ruler.



Centers the current paragraph between the indents.



Aligns the current paragraph at both the left and right indents by expanding the spaces in the paragraph lines.



Lets you create left-aligned tabs.



Lets you create right-aligned tabs.



Lets you create decimal tabs.



Lets you create centered tabs.

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### Related Topics

The Ruler

Working with Tabs

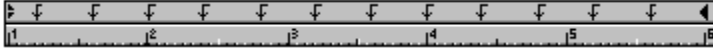




## The Ruler

### What and Where

The ruler lets you change the indents and margins of the current paragraph and insert new tabs or delete existing ones. It appears across the top of the Document Editor, below the icon bar.



**Note:** You can move the location of the ruler, or turn it off, through the Preferences window.

### Ruler Components

The ruler has four different components that you can drag with the mouse to specify these settings:

- ▲ Sets the indent of the first paragraph line. As you drag the indent, the status number on the ruler displays its position relative to the left margin.
- Sets the left margin. As you drag the left margin, the status number displays its position relative to the left edge of the document page.
- ◀ Sets the right margin. As you drag the right margin, the status number displays its position relative to the right edge of the document page.
- ┆ Sets a tab position. As you drag the tab, the status number displays its precise position on the ruler. For detailed information on setting tabs, refer to that topic.

### **Ruler Status Number**

The ruler status number is a number, expressed in inches, located on the left edge of the ruler. This number changes accordingly as you drag any one of the ruler components along the ruler. Thus it acts as a guide for precision placement.



## Working with Tabs

### Types of Tabs

Tabs appear in the ruler as small arrows. The exact appearance of a tab depends on the type of tab it is---left-aligned, right-aligned, decimal, or centered. You can use up to 14 tabs in a given paragraph.

Use the ruler and the four tab icons on the icon bar to set or change the tab stops.



Left-aligned



Right-aligned



Decimal



Centered

### Setting, Changing and Deleting Tabs

#### To set a tab stop:

1. Highlight the paragraphs to which you want to apply the tab stops, or position the cursor where you want to begin using the new tab stops.
2. Specify the type of tab you want by clicking the appropriate tab icon on the icon bar.
3. Click the position on the ruler where you want the tab to appear.

**Note:** When you type a number at a decimal tab, digits before the decimal extend to the left of the tab, and digits after the decimal extend to the right of the tab.

#### To change a tab stop:



Use the mouse to grab the tab you want on the ruler, and then drag it to the desired position. Use the status number on the ruler to assist you in placing the tab accurately.

#### To delete a tab stop:

- Use the mouse to grab the tab you want, and then drag it down until it's off the ruler.

## Format

Format refers to the way text appears in your document. For example, you can set the alignment and tab stops for paragraphs and set the font and point size for characters.

## Highlighted Text

To highlight text, place the cursor in front of the first character, hold down the left mouse button, and then drag the mouse to highlight the text you want. To highlight an individual word, double-click it.

### **Current Paragraph**

The current paragraph is the paragraph where the blinking cursor is. To make a paragraph "current," click anywhere within that paragraph.

## Button Bar

The button bar is the horizontal bar containing seven buttons. These buttons provide another way for you quickly access the different features of LegalPoint.

Create	Edit	<b>Business Law</b>	User Data	Preferences	Help	Exit
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By default, the button bar appears at the bottom of the LegalPoint screen. However, you can move the location of the button bar (or turn it off) through the Preferences window. To learn about the Preferences window, click the Contents button, and then click "Customizing LegalPoint" on the LegalPoint Contents window.

## Clipboard

The Clipboard is a temporary storage area for text that you cut or copy. You can paste the contents of the Clipboard anywhere in your document, or into another Windows application, such as Microsoft Word. The Clipboard holds the text until you cut or copy again.



### More Info Button



The More Info button on the Create New Document window lets you display the Document Discussion for the highlighted document. Thus you can read about any document before displaying it!



## Exporting Documents

### LegalPoint Provides Flexibility

Although LegalPoint provides power in its own Document Editor, it also provides flexibility---LegalPoint wants you to feel comfortable in the environment you're working in.

### You Can Export to Most Windows Word Processors

If you feel more comfortable working in another word processing application, such as Microsoft Word, AmiPro, or WordPerfect, you can easily export your LegalPoint documents into any one of them.

**Important:** LegalPoint exports documents in Rich Text Format (.rtf). RTF is a common language which word processors share. So when you export documents to other applications, you must first save them as an .rtf file.

#### To export a LegalPoint document:

1. Choose Export from the File menu. The Save As dialog box appears with Rich Text Format already specified as the file type.
2. Use the Drives and Directories text boxes to specify the drive and directory where you want the document stored. You may want to write the directory path down, so you'll know where to find the document when you import it into the receiving application.
3. In the File Name field, enter a name for the exported document, and then click OK.  
LegalPoint automatically appends an .rtf extension to the file name, and then saves it to the directory path you specified.
4. Open the other Windows word processing application (Microsoft Word, AmiPro or WordPerfect) and choose Open from its File menu. The Open dialog box appears.
5. Make sure that "Rich Text Format (.rtf)" appears in the File Type field. (If it doesn't, select it from the pull-down list.)
6. Make sure you're in the directory path where you exported the document in LegalPoint. (If you're not, use Drives and Directories to move there.) The document you exported should now appear in the document list.
7. Double-click the exported document in the document list. Depending on the application you're using, one of the following will happen:
  - In AmiPro, an Import Options window opens. Click OK to display the document.
  - In WordPerfect, a message appears indicating that it's converting the document from Rich Text Format. When the process is complete, click OK to display the document.
  - In Microsoft Word, a prompt appears asking you if you want to convert the file from Rich Text Format. Click OK to display the document.
8. You can now edit the LegalPoint document using the features in the word processor your most comfortable with.



## Learning About Business Law

### Online Business Information

LegalPoint provides online information about Business Law that can help you deal with certain legal aspects of your business.

#### This information shows you how to:

- Find a good lawyer.
- Get the most out of LegalPoint.
- Prepare contracts, letters, and documents and understand how those documents fit into the legal system.
- Analyze the information in the documents you create, so you can better protect yourself and your business.

### How to Access It

How you access this information depends on where you are in LegalPoint.

#### If you're in the Main window:

- Choose Business Law Topics from the File menu.
- Click the Business Law Topics button in the center of the Main window.
- Click Business Law on the button bar.

#### If you're in the Document Editor:

- Choose Business Law Topics from the Advice menu.
- Click Business Law on the button bar.

### What You Get

If you're in the Main window all of the available topics appear in a Help window categorized by types of business issues, such as Employment, Corporate, and Financial. If you're in the Document Editor, a Help window appears with only those topics related specifically to the document you're working on.

**Note:** In either case, since the topics appear in a standard Windows Help window, you can always press [F1] to learn how to navigate through the Help system.



## User Data

### You and Your Business

When you installed LegalPoint, the Setup program displayed the User Data window in which you were prompted to enter information about yourself and your company.

### Displaying the User Data Window

As you and your company grow and change, you can edit the User Data window at any time to keep this information up-to-date.

#### To display the User Data window:

- Choose User Data from the Edit menu.
- Click the User Data button in the center of the Main window.
- Click User Data on the button bar.
- Press [Alt]+[U] on your keyboard.

To edit the information in the User Data window, highlight the text you want to change, and then type over it.

If you haven't registered your copy of LegalPoint, now is a good time to register. Click the Print Reg button, and LegalPoint automatically prints a registration card for you.

### Filling in the User Data Window

If you didn't fill in the User Data window during installation, you should do so now. Later, when you actually start using LegalPoint, you'll see how this information can help you draft contracts and documents quickly and easily.

#### To fill in the User Data window:

1. Enter your name and title (President, CEO, etc.) in the Personal Data section of the window.
2. In the Name field (under Company Data), enter the full legal name of your company, including "Incorporated," "Corporation," "Inc.," or any other term that is part of the full legal name.
3. In the State of Incorporation field, enter the state in which your company filed its Articles of

Incorporation.

4. Fill in the remaining fields, as they are self-explanatory.
5. Click OK when you're done filling in the window.

**Note:** When you fill in the User Data window for the first time, LegalPoint asks you if you want to print a registration card. Click Yes to print the card, No to return to the User Data window, or Cancel to cancel the operation.

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### **Related Topics**

[Becoming a Registered User](#)

## Registration Button



If you haven't already registered, waste no time! Become a registered user today and receive the latest Teneron news.



# Customizing LegalPoint

## The Preferences Window

LegalPoint provides a Preferences window that lets you customize the interface to fit your needs.



To display the Preferences window:

- Choose Preferences from the Edit menu.
- Click the Preferences button in the center of the Main window.
- Click Preferences on the button bar.

## General Preferences

The General Preferences let you control the menu bar and the button bar on the Main window and in the Document Editor.

- Click the menu bar check box to turn the menu bar on and off. A check mark indicates that the menu bar is on, which is the default setting.
- The Button Bar field lets you turn the button bar off, or display it at the top or bottom of the screen. Click the down arrow and choose the option you want. By default, the button bar appears at the bottom of the screen.

## Document Editor Preferences

The Document Editor Preferences let you control the toolbar, icon bar, and ruler, which all appear in the Document Editor.

- The Toolbar Style field lets you choose between the Microsoft Word toolbar and the Lotus AmiPro toolbar. Click the down arrow to choose the toolbar you want. By default, the Document Editor uses the Microsoft Word toolbar.
- The Toolbar Location, Icon Bar Location, and Ruler Location fields let you turn them off, or display them at the top or bottom of the Document Editor. By default, they all appear at the top.



## Becoming a Registered User

### Do it Today!

Protect your investment by registering your copy of LegalPoint today. You can print a registration card by clicking the Print Reg button on the User Data window, or you can use the registration card enclosed in the LegalPoint package.

### As a registered user, you receive:

- Free unlimited technical support.
- Advance notification of product updates.
- Up-to-date information on new product releases.
- Special offers on new products and services.



## Technical Support

If you have any LegalPoint questions, please feel free to call Teneration Technical Support at (913) 451-3445. We will be happy to assist you and answer any questions you might have.

**Important:** Teneration Technical Support Representatives do not provide legal advice.

## Quick Reference

A Quick Reference is available on the back cover of the LegalPoint User's Guide. It lists and describes all the commands, keyboard alternatives, buttons, and icons that come with LegalPoint. You can use this Quick Reference to help you quickly locate the features you need and to familiarize yourself with the LegalPoint program.



## Getting Help

### Help is Everywhere

LegalPoint's online Help system provides a help topic for every window, button, and feature in LegalPoint. While working in LegalPoint, you can access help quickly and easily using one of these methods:

- From the Main window, choose Contents from the Help menu; click the Help button in the center of the screen, or click Help on the button bar.
- To get Help on a specific LegalPoint window (such as the Preferences window or the User Data window) click the Help button on that window, or choose On Current Window from the Help menu.
- When you're in the Document Editor, choose Document Editor from the Help menu to get specific help about the editor, or choose Toolbar to get help about the buttons on the toolbar.

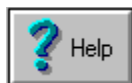
### It Has its Own Features

Once you display a help window, you can use its own menus and buttons to further navigate through the entire Help system. For example, the Search button lets you access help for a specific topic by specifying a keyword.

### Getting Help on Help

The Search button is only one of many features available in a Windows Help system. For detailed information on how to navigate through a Windows Help system, press [F1], choose Using Help from the Help menu, or refer to your Microsoft Windows documentation.

**Note:** The status bar (at the bottom of the LegalPoint screen) also displays brief descriptions of buttons and commands as you move the cursor over them.





## The Status Bar

### What and Where

The status bar shows you the current location of the cursor. For example, if you move the cursor over a button, the status bar displays a brief description of the button.

The status bar appears at the bottom of the LegalPoint screen, below the default location of the button bar.

### In the Document Editor, the status bar shows:

- The status of any active command.
- The number of remaining decision points.
- The current document page, text line (row), and character position (column).



## Exiting LegalPoint

### Several Ways to Exit

You can exit LegalPoint from the Main window using any one of these methods:

- Choose Exit from the File menu.
- Click the Exit button at the center of the screen.
- Click Exit on the button bar.

### When a Document is Open

If a document is open in the Document Editor, LegalPoint asks you if you want to save it. If you click Yes, and it's a new document, the Save As dialog box appears in which you can enter a file name; otherwise LegalPoint saves it under its current file name. (LegalPoint automatically appends the *.law* extension to all LegalPoint documents.)



### The Control Menu Box

As in all Windows applications, you can exit LegalPoint at any time by double-clicking the Control-menu box at the upper-left corner of the window. You can also click the Control-menu box once to display the Control menu, and then choose Close.



## Parts of the Document Editor

### Familiarize Yourself

Since most of your interaction with LegalPoint takes place in the Document Editor, it's important you familiarize yourself with its functions and features.

### Are You Anxious to Get Started?

If you're anxious to get started and don't have time to read the documentation or the entire contents of the online Help system, this window provides single-click access to information on the specific parts of the Document Editor.

[File Menu](#)

[Edit Menu](#)

[View Menu](#)

[Advice Menu](#)

[Help Menu](#)

[Toolbar](#)

[Icon Bar](#)

[Ruler](#)

[Button Bar](#)

[Status Bar](#)



## Party Advice

### What and How

This advice window lets you enter information about the specified party. The advice in the scroll box describes who the party is and provides detailed procedures on how to fill in the corresponding fields.

Where appropriate, the advice also provides quick tips and important information to help you prepare your document properly and further understand the parties involved.

#### To fill in the advice window:

1. Read the advice in the scroll box.
2. Fill in the fields according to the detailed procedures.
3. Click OK to insert the information in the appropriate places of the document, or click Cancel to cancel the information.



### The User Data Button

If the respective party is yourself or your business, click the User Data button to automatically fill in the corresponding information for you. This button copies your personal and business information from the User Data window, which you entered during installation. If you haven't filled out the User Data window, you can do so by choosing User Data from the Edit menu.





## Input Advice

### What and How

This advice window lets you enter information for the decision point, whether it be a date, a description, or an explanation of terms.

The advice in the scroll box describes what the decision point is and, when appropriate, provides quick tips and important information to help you prepare your document properly and further understand the document you're creating. In some cases, it even provides sample text to give you an idea of how to word the information you're entering.

### To fill in the advice window:

1. Read the advice in the scroll box.
2. Enter the appropriate information in the available field based on the advice provided.
3. Click OK to insert the information into the decision point, or click Cancel to cancel the information.



## Option Advice

### What and How

This advice window provides a set of options that you can choose from. LegalPoint inserts the option you choose into the decision point.

The advice in the scroll box describes what the decision point is and, when appropriate, provides quick tips and important information to help you prepare your document properly and further understand the document you're creating. It also provides information about the available options to help you choose the one that best fits your situation.

#### To fill in the advice window:

1. Read the advice in the scroll box.
2. Choose an option based on the advice provided.
3. Click OK to insert the information into the decision point, or click Cancel to cancel the information.

**Note:** The document itself appears on screen in a word processor. If the option you want is not available, choose the closest match, and then edit it in the Document Editor.



## Entering Your User Data

### You and Your Business

The User Data window lets you enter your personal and business information into LegalPoint. You only need to enter this information once. Later, you'll see how LegalPoint automatically inserts this information into the appropriate places of every document you create.

#### To fill in the User Data window:

1. Enter your name and title (President, CEO, etc.) in the Personal Data section of the window.
2. In the Name field (under Company Data), enter the full legal name of your company, including "Incorporated," "Corporation," "Inc.," or any other term that is part of the full legal name.
3. In the State of Incorporation field, enter the state in which your company filed its Articles of Incorporation.
4. Fill in the remaining fields, as they are self-explanatory.
5. Click OK when you're done filling in the window.

**Note:** When you fill in the User Data window for the first time, LegalPoint asks you if you want to print a registration card. Click Yes to print the card, No to return to the User Data window, or Cancel to cancel the operation.

To edit the information in the User Data window, highlight the text you want to change, and then type over it.

### Displaying the User Data Window

As you and your company grow and change, you can edit the User Data window at any time to keep this information up-to-date. You can access this window from within LegalPoint by clicking the User Data button on the Main screen.

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#### Related Topics

[Becoming a Registered User](#)

